

CHED Regional Office III
Annual Procurement Plan for FY 2023 (Non-CSE)

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Project)
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50201000 00	1. TRAVELLING EXPENSES - LOCAL												
	1.1 Monitoring & Evaluation	CHED		Small Value Procurement	within the calendar year 2023				GAA	100,000.00	300,000.00		
	1.2 Validation	CHED		Small Value Procurement	within the calendar year 2023				GAA	80,000.00			
	1.3 Attendance to Trainings & Seminars	CHED		Small Value Procurement	within the calendar year 2023				GAA	80,000.00			
	1.4 Vehicle Rental	CHED		Small Value Procurement	within the calendar year 2023				GAA	40,000.00			
50202010 00	2. TRAINING EXPENSES												
	2.1 Attendance to Trainings & Seminars	CHED		Small Value Procurement	within the calendar year 2023				GAA	45,000.00	45,000.00		
	2.2 Catering Services/ Lease of Venue	CHED		NP-Lease of Venue and/or catering services	within the calendar year 2023				GAA	30,000.00	30,000.00		
50203010 00	3. OFFICE SUPPLIES EXPENSES												
	3.1 Office Supplies	CHED		Small Value Procurement	within the calendar year 2023				GAA	200,000.00	200,000.00		
50203020 00	4. ACCOUNTABLE FORMS												
	4.1 Security Papers	CHED		Agency to Agency	within the calendar year 2023				GAA	55,000.00	110,000.00		
	4.2 Official Receipts	CHED		Agency to Agency	within the calendar year 2023				GAA	55,000.00			
50203040 00	5. DRUGS AND MEDICINES EXPENSES												
	5.1 First Aid Kits	CHED		Small Value Procurement	within the calendar year 2023				GAA	15,000.00	30,000.00		
	5.2 Commonly-Used Medicines	CHED		Small Value Procurement	within the calendar year 2023				GAA	15,000.00			
50203090 00	6. FUEL, OIL AND LUBRICANTS												
	6.1 Lubricants & Oil for Government Vehicles	CHED		Small Value Procurement	within the calendar year 2023				GAA	30,000.00	120,000.00		
	6.2 Diesel for Government Vehicles	CHED		Small Value Procurement	within the calendar year 2023				GAA	80,000.00			
	6.3 Gasoline for Generator Set	CHED		Small Value Procurement	within the calendar year 2023				GAA	10,000.00			
50203990 00	7. OTHER SUPPLIES AND MATERIALS EXPENSES												
	7.1 Other Supplies and Materials	CHED		Small Value Procurement	within the calendar year 2023				GAA	20,000.00	20,000.00		

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Project)
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50204010 00	8. WATER EXPENSES												
	8.1 Water Expenses	CHEd		Direct Contracting	within the calendar year 2023				GAA	25,000.00	25,000.00		
50204020 00	9. ELECTRICITY												
	9.1 SFELAPCO	CHEd		Direct Contracting	within the calendar year 2023				GAA	720,000.00	720,000.00		
50205010 00	10. POSTAGE & COURIER EXPENSES												
	10.1 Philpost	CHEd		Agency to Agency	within the calendar year 2023				GAA	20,000.00	60,000.00		
	10.2 Courier Services	CHEd		Small Value Procurement	within the calendar year 2023				GAA	40,000.00			
50205020 00	11. TELEPHONE EXPENSES												
	11.1 MOBILE												
	11.1.1 Smart / Globe	CHEd		Direct Contracting	within the calendar year 2023				GAA	42,000.00	72,000.00		
	11.1.2 Call & Text Cards	CHEd		Small Value Procurement	within the calendar year 2023				GAA	30,000.00			
	11.2 LANDLINE												
	11.2.1 PLDT	CHEd		Direct Contracting	within the calendar year 2023				GAA	60,000.00	60,000.00		
50205030 00	12. INTERNET SUBSCRIPTION EXPENSES												
	12.1 PLDT	CHEd		Direct Contracting	within the calendar year 2023				GAA	50,000.00	50,000.00		
50210030 00	13. EXTRAORDINARY AND MISCELLANEOUS EXPENSES												
	13.1 Extraordinary and Miscellaneous Expense	CHEd			within the calendar year 2023				GAA	136,000.00	136,000.00		
50211010 00	14. LEGAL SERVICES												
	14. 1 Notarial Fee	CHEd		Small Value Procurement	within the calendar year 2023				GAA	5,000.00	5,000.00		
50211990 00	15. AUDITING SERVICES												
	15. Auding Services	CHEd		Small Value Procurement	within the calendar year 2023				GAA	5,000.00	5,000.00		
50211990 00	16. OTHER PROFESSIONAL SERVICES												
	16.1 RQAT Members	CHEd		Small Value Procurement	within the calendar year 2023				GAA	250,000.00	300,000.00		
	16.2 Honoraria of Speakers	CHEd		Small Value Procurement	within the calendar year 2023				GAA	50,000.00			

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Project)
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5021204000	17. JANITORIAL SERVICES												
	17.1 Janitorial services	CHED		Small Value Procurement	within the calendar year 2023				GAA	35,000.00	35,000.00		
50212030 00	18. SECURITY SERVICES												
	18.1 Security Services	CHED		Small Value Procurement	within the calendar year 2023				GAA	744,000.00	744,000.00		
50213040 00	19. REPAIRS & MAINTENANCE - BUILDINGS AND OTHER STRUCTURES												
	19.1 Buildings	CHED		Small Value Procurement	within the calendar year 2023				GAA	50,000.00	50,000.00		
50213050 00	20. REPAIRS & MAINTENANCE - MACHINERY AND EQUIPMENT												
	20.1 Office Equipment	CHED		Small Value Procurement	within the calendar year 2023				GAA	10,000.00	10,000.00		
	20.2 Information and Communication Technology Equipment	CHED		Small Value Procurement	within the calendar year 2023				GAA	20,000.00	20,000.00		
50213060 00	21. REPAIRS & MAINTENANCE - TRANSPORTATION EQUIPMENT												
	21.1 Motor Vehicles	CHED		Small Value Procurement	within the calendar year 2023				GAA	100,000.00	100,000.00		
50215000 00	22. REPAIRS & MAINTENANCE - FURNITURE & FIXTURES												
	22.1 Furnitures and Fixtures	CHED		Small Value Procurement	within the calendar year 2023				GAA	10,000.00	10,000.00		
50215010 00	23. TAXES, DUTIES & LICENSES												
	23.1 Registration of Service Vehicle	CHED		Agency to Agency	within the calendar year 2023				GAA	15,000.00	15,000.00		
50215020 00	24. FIDELITY BOND PREMIUMS												
	24.1 Bureau of Treasury Bond	CHED		Agency to Agency	within the calendar year 2023				GAA	60,000.00	60,000.00		
50215030 00	25. INSURANCE EXPENSES												
	25.1 Comprehensive Insurance for Motor Vehicles	CHED		Agency to Agency	within the calendar year 2023				GAA	10,000.00	115,000.00		
	25.2 Comprehensive Insurance for CHEDRO III Building	CHED		Agency to Agency	within the calendar year 2023				GAA	105,000.00			
50299010 00	26. ADVERTISING EXPENSES												
	26.1 Publication of Vacant Positions in the Local Newspaper	CHED		Small Value Procurement	within the calendar year 2023				GAA	21,000.00	21,000.00		
50299020 00	27. PRINTING AND PUBLICATION EXPENSES												
	27.1 CHEDRO III Bulletin	CHED		Small Value Procurement	within the calendar year 2023				GAA	30,000.00			

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Project)
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	27.2 Printing of Tarpaulins			Small Value Procurement	within the calendar year 2023				GAA	10,000.00	50,000.00		
	27.3 Printing of Advocacy Materials			Small Value Procurement	within the calendar year 2023				GAA	10,000.00			
50299030 00	28. REPRESENTATION EXPENSES												
	28.1 Coordination Meetings			Small Value Procurement	within the calendar year 2023				GAA	10,000.00	50,000.00		
	28.2 Strategic Planning			Small Value Procurement	within the calendar year 2023				GAA	20,000.00			
	28.3 Year-End Assessment			Small Value Procurement	within the calendar year 2023				GAA	20,000.00			
50299050 00	29. RENT EXPENSES / RENTS - EQUIPMENT												
	29.1 Photocopier			Small Value Procurement	within the calendar year 2023				GAA	10,000.00	10,000.00		
	29.2 Rent-Motor Vehicle			Small Value Procurement	within the calendar year 2023				GAA	40,000.00	40,000.00		
50299060 00	30. MEMBERSHIP DUES AND CONTRIBUTIONS TO ORGANIZATIONS												
	30.1 Annual Dues to DM Government Center			Agency to Agency	within the calendar year 2023				GAA	32,000.00	32,000.00		
50299070 00	31. OTHER SUBSCRIPTION EXPENSES												
	31.1 Zoom			Direct Contracting	within the calendar year 2023				GAA	20,000.00	25,000.00		
	31.2 Newspaper Subscription			Small Value Procurement	within the calendar year 2023				GAA	5,000.00			
	TOTAL									3,675,000.00	3,675,000.00		

We hereby warrant that the total amount reflected in this Annual Office Supplies/Equipment Procurement Plan to procure the listed supplies/equipment has been included in or is within our approved budget for the year.

Prepared by:

FRANCIS DOMINIC G. DE GUZMAN
Education Supervisor II
Head, BAC Secretariat

Reviewed by:

LORA L. YUSI
Chief Education Program Specialist
Chairman, Bids and Awards Committee

Approved by:

DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III
Director IV
Head of the Procuring Entity

DEFINITION

- 1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- 2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Code (PAP)	Procurement Program/Project	PMO/ End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	

3. **PMO/End User** - Unit as proponent of program or project

4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.

6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund

7. **Estimated Budget** - Agency approved estimate of project/program costs

8. **Remarks** - brief description of program or project